

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

September 20, 2004

CALL TO PODIUM:

Jim Arnoult
Sheri Porter-Nelson

RESPONSIBLE STAFF:

Jim Arnoult
Sheri Porter-Nelson

AGENDA ITEM:

(please check one)

	Presentation
	Proclamation/Certificate
	Appointment
	Public Hearing
	Historic District
	Consent Item
	Ordinance
X	Resolution
	Policy Discussion
	Work Session Discussion Item
	Other: Introduction

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:

Resolution of the Mayor and City Council Authorizing the City Manager to Negotiate and Execute a Contract for Architectural and Engineering Design Services for the Olde Towne Clock Tower Project (\$40,000)

SUPPORTING BACKGROUND:

Proposals for Architectural/Engineering Services were solicited and received by the City on June 30, 2004. The Selection Committee interviewed teams from Davis Buckley Architects and Planners, Proffitt and Associates Architects, RKTects Studio and The Verdin Company. The selection committee unanimously choose the Verdin Company as the highest ranking firm according to all the rating criteria in the RFP. A contract for concept/schematic design services will be negotiated with the Verdin Company.

The Verdin Company made a presentation to the Olde Towne Advisory Committee on September 2, 2004.

Verdin's proposed fee for design of the tower is \$25,000. This fee does not include geotechnical and civil engineering services, which Verdin will obtain from local firms. Staff recommends that the City Council authorize the encumbrance of an additional \$15,000 for these services. Staff recommends that City Council authorize the City Manager to negotiate and execute a contract with the Verdin Company for an estimated amount of \$40,000.

Funding for this contract is budgeted and available in the Olde Towne Park Bell Tower CIP, 99-4.

DESIRED OUTCOME:

Approve Resolution

Resolution Request Form

**REQUEST FORM FOR RESOLUTIONS PERTAINING
TO EXPENDITURES FROM THE CITY BUDGET
(CONTRACTS/PURCHASES, TRANSFER FUNDS)**

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by Sheri Porter-Nelson Date of City Council Meeting: September 20, 2004

AUTHORIZING

Purchase ☐ Award Contract ☐ Transfer Funds ☐ Negotiate / Execute a Contract ☒

RFP INFORMATION:

Advertisement Date May 2004

Newspaper(s) Gazette

Proposals Received (date) June 30, 2004

DESCRIPTION OF ITEM(S):

(Be specific; include quantity, item name, model number, etc.)

Award a contract for architectural and engineering concept/schematic design services for the Olde Towne Clock Tower Project.

CONTRACTED/PURCHASE FROM:

Company Name: The Verdin Company

Street Address: 444 Reading Road

P. O. Box Number: N/A

City/State/Zip: Cincinnati, Ohio 45202

CONTRACT/PURCHASE AMOUNT: \$40,000.00

Check One: In the Estimated Amount of ☒ Not to Exceed ☐

FUNDS TO BE EXPENDED FROM: Operating Budget ☐ Capital Improvements Budget ☒

Olde Towne Park Bell Tower CIP, 99-4.

(For Finance Department use only; not to be included in the Resolution)

VERIFICATION OF AVAILABILITY OF FUNDS Available ☒ Not available ☐

[Signature]
Finance Dept.

Date 9/9/04



Proposal Evaluation Summary Phase II, Olde Towne Clock Tower and Plaza Project RFP# 2004-22

The Qualification and Selection Committee (QSC) consisted of the following members, Councilman Henry Marraffa, Assistant City Manager Tony Tomasello, Olde Towne Coordinator Cindy Hines, Director of Public Works Jim Arnoult, Facilities Director Bob Peeler, and Capital Projects Director Sheri Porter-Nelson. The QSC evaluated each offeror on the overall expertise of the design team, familiarity and previous experience with clock and bell towers, the quality and execution of the presentation, and the overall cost of the design proposal.

The QSC considered cost as only one element in the evaluation criteria. Focus was given to the offeror's expertise in clock tower design and construction, and the firm's ability to provide the City with a project suitable to the character of the Olde Towne.

Below is a brief summary of the proposal prices offered, and any conditions or limitations associated with each proposal.

Firm	Concept / Schematic	Conditions/Limitations
Davis Buckley	\$25,000.00	Additional \$25,000 for civil & geotech Additional \$8,500 for reimbursables
Proffitt & Assoc	\$34,200.00	None
RKTects	\$31,500.00	Does not inc. civil engineering
Verdin	\$25,000.00	Does not inc. geotech. or civil engineering (\$15,000 allowance est by City)

The QSC unanimously ranked The Verdin Company as the most qualified firm, with the highest understanding and expertise in the field of clock tower design.

RESOLUTION NO. _____

RESOLUTION OF THE MAYOR AND CITY COUNCIL
AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A
CONTRACT FOR ARCHITECTURAL AND ENGINEERING DESIGN SERVICES
FOR THE OLDE TOWNE CLOCK TOWER PROJECT

WHEREAS, a Request For Proposal for Architectural/Engineering Services for the Olde Towne Clock Tower and Plaza Project was duly advertised in May 2004, issue of the *Gaithersburg Gazette*, and proposals were received June 30, 2004, and reviewed by the Qualification and Selection Committee; and

WHEREAS, the qualification and selection committee interviewed all four offers and recommended award of the contract to the most highly rated interviewee, according to the rating criteria specified in the RFP; and

WHEREAS, the Mayor and Council have determined to award a contract for the work to the highest ranked offer meeting City specifications:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg, that the City Manager be and he hereby is authorized to negotiate and execute a contract for Architectural/Engineering Services for the Olde Towne Clock Tower Project to The Verdin Company, 444 Reading Road, Cincinnati, Ohio 45202, in the amount of Forty Thousand Dollars (\$40,000.00); said funds to be expended from the Capital Improvements Budget.

ADOPTED by the Mayor and City Council this 20th day of September, 2004.

SIDNEY A. KATZ, MAYOR and
President of the Council

THIS IS TO CERTIFY that the foregoing
Resolution was adopted by the City Council
in public meeting assembled on the 20th day
of September, 2004.

David B. Humpton, City Manager